

## SENIOR LEGAL SECRETARY

Code No.: 910189

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving responsibility for the drafting, preparing and typing of legal papers and correspondence in a legal office. This class differs from that of Legal Secretary by virtue of the employee's responsibility for the supervision of office clerical activities, the coordination of interdepartmental procedures which involve the legal office and for serving as a notary public and process server. Work is performed under the general supervision of the administrative head of the legal department. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Prepares and drafts legal papers such as contracts, complaints, summons, motions, petitions, judgments, satisfactions, releases, record on appeal, orders, claims, etc.;

Supervises the clerical activities of a legal office;

Types general and legal correspondence, forms and documents;

Drafts responses to correspondence within the limits of well-defined policies and procedures;

Drafts interdepartment memoranda on policies and procedures to be followed when work is to be processed by the legal office which originates in another department;

Records and files legal papers and documents with County Clerk and court clerk offices;

Files and/or supervises filing of office records;

Maintains a specialized law library and recommends purchase of new law books and supplements to existing volumes;

Maintains an inventory of office supplies and prepares requisitions or purchase orders when necessary;

Acts as a receptionist, schedules appointments, and makes arrangements for business trips for counsel;

Maintains records of case status including disposition of orders and motions;

Serves as a notary public and process server;

May operate word processing equipment.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of legal office terminology, practices and procedures; thorough knowledge of legal papers and format of legal correspondence; good knowledge of the local court system and the requirements for submission of material to the court; interpersonal

relationship skills; ability to type from dictaphone recording; ability to draft and prepare legal forms and correspondence independently or at the direction and under the supervision of an attorney; ability to plan and supervise the work of others; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys and the general public; ability to follow oral and written directions; decision making ability; tact; courtesy; discretion; initiative; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Legal Secretarial Science, and three (3) years of full-time or its part-time equivalent legal secretarial experience; OR,
- (B) Graduation from a school of business with a concentration in legal secretarial science and possession of a diploma or certificate of satisfactory course completion, and three (3) years of full-time or its part-time equivalent legal secretarial experience; OR,
- (C) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science, and four (4) years of full-time or its part-time equivalent legal secretarial experience; OR,
- (D) Graduation from a school of business with a concentration in secretarial science and possession of a diploma or certificate of satisfactory course completion, and four (4) years of full-time or its part-time equivalent legal secretarial experience; OR,
- (E) Graduation from high school or possession of a high school equivalency diploma, and six (6) years of full-time or its part-time equivalent legal secretarial experience; OR,
- (F) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), (D), and (E).

SPECIAL REQUIREMENTS:

Possession of a Notary Public license issued by the New York State Department of State at the time of appointment or examination, whichever comes first.

ADOPTED: August 30, 1979

REVISED: November 10, 1983